

## **ARTICLE XIX**

### **ADMINISTRATION**

#### **SECTION 19.01 ZONING ADMINISTRATOR**

An Administrator shall be appointed by and on such terms as shall be determined by the Board, provided that the Administrator shall not be a member of the Board, the Commission, or the Board of Appeals.

#### **SECTION 19.02 ELIGIBILITY**

To be eligible for appointment, the Administrator shall be knowledgeable of zoning procedures and generally informed on good building construction, on good practice in fire prevention and the proper installation of safety, health, and sanitary facilities. He shall be in good health and physically capable of fulfilling his duties. In case he is personally interested in the construction of any building subject to the provisions of this Ordinance, the Board shall designate some other person to examine the plans, to inspect such building and to issue the necessary permits, approvals and certificates.

#### **SECTION 19.03 DUTIES**

It shall be the duty of the Administrator to administer this Ordinance and to enforce the provisions contained herein, to receive applications for Land Use Permits, and to issue or deny the same, and to inspect buildings, structures or lots to determine compliance with the Land Use Permit issued.

#### **SECTION 19.04 LAND USE PERMITS**

Any individual, corporation, association, officer, department board or bureau of the Federal, State, County or Township planning to erect a building or structure or to alter any building or structure requiring the use of more land area, or to establish a new use for any lot in any Land Use District, shall file a written application with the Administrator for a Land Use Permit. An application for a Land Use Permit shall be accompanied by a Master Plan of the proposed use if the Commission requests it. The Master Plan shall establish in the opinion of the Commission that said proposed use will not adversely affect, damage or destroy the natural features of the environmentally sensitive areas or the archeological or historical significance of said lot. Requirements for the contents of said Master Plan are contained in Section 19.05 hereinafter. The Administrator shall issue a Land Use Permit if, in his opinion, such planned building, structure or land use is in compliance with the provisions of this Ordinance. The Administrator shall promptly inform the applicant of the denial of a Land Use Permit and the Administrator shall inform the Board of Appeals, in writing, of such denial.

Each Land Use Permit shall be done in quadruplicate and the copies shall be distributed as follows:

1. To the applicant which he is to retain until construction is completed;
2. To the Township Supervisor;
3. To be retained by the Administrator as part of the permanent records of the Township;
4. To the County Inspections Department. Accompanying each application for a Land Use

Permit shall be the proper fee for same, see Section 4.21

## **SECTION 19.05 REQUIREMENTS FOR MASTER PLAN**

Requirements for the contents of the Master Plan as may be required in Section 19.04 are:

1. Name(s) and address(es) of the applicant(s).
2. Nature of applicant's holding in the lot involved.
3. Name(s) and address(es) and professional qualifications of the person(s) responsible for the preparation of the Master Plan.
4. Project description and purpose containing a descriptive explanation of the project, its nature, location and purpose, including eight (8) copies and one (1) reproducible transparency of a schematic development showing:
  - a. General site location of the proposed development;
  - b. Major existing physical and natural features such as water courses, rock outcropping, wetlands, wooded areas, etc.
5. Location of the existing utilities and drainage ways.
6. Location and names of public streets, parks, and railroad and utility rights-of-way within or adjacent to the proposed structures.
7. General location and dimensions of proposed streets, driveways, sidewalks, pedestrian ways, trails, off-street parking and loading areas.
8. General location and approximate dimensions of proposed structures.
9. Major proposed change of land form such as new lakes, terracing and excavating.
10. Approximate existing and proposed contours and drainage patterns, showing; at least five (5) foot contour intervals.
11. Sketches showing the scale, character and relationship of buildings, streets, and open space.
12. Approximate location all type of proposed drainage, water and sewage facilities.
13. Legal description of property.
14. An aerial photo and contour map showing the project site in relation to the surrounding area of the Township.
15. A general narrative, physical description of the site, including its dominant characteristics, its vegetative character, its present use and other relevant information.
16. Signature of property owner and developer.